

SUPPORT SERVICES COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position entails responsibility for maintaining the procedures and controls for purchasing and inventory control, fleet management and support services for the Department of Social Services of Ulster county. The duties are performed under the direct supervision of the Junior Accountant and under the general supervision of the Director of MIS/ Fiscal Affairs. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Overall control of the Department of Social Services passenger vehicle fleet;

Assignment of the vehicles with the aim of maximizing use of the departments fleet;

Designing and implementation of preventative maintenance programs and determination of replacement needs;

Documentation of the cost, use and maintenance history of each vehicle in the fleet;

Establishment of standardized procedures on reserving, operating and returning pool cars;

Establishment and maintenance of a complete inventory of vehicles with attendant cost and use data;

Report mileage, maintenance and gasoline data on assigned vehicles;

Review vehicle assignments and utilization quarterly;

Coordination and publication of department reports;

Responsible for the allotment, balancing and replenishing of the petty cash fund;

Maintenance of accurate accounts on the microcomputer of the department equipment inventory;

Orders supplies from Central Services, private vendors, and New York State DSS via prescribed criteria;

Orders equipment for the department upon approval from the Department Heads;

Completes purchase requisitions and inventories; and prepares purchase orders for payment;

Assists in the formulation of data for budget preparation as related to fleet management and purchasing and inventory control;

Designs and enhances all related policies, documents, reports and procedures and maintenance of same on the microcomputer;

Directs studies on program impacts and agency operations in an effort to enhance, modify and streamline data management;

Assists the Division Director in the development of long term and immediate plans and goals, track management projects and keeps them on target;

Assists in the development, implementation, adaptation of new policies to insure compliance with federal, state and local regulations;

Coordinates and monitors all state reports and preparation of statistical data based on same.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of inventory record keeping and proper control; good knowledge of preventative maintenance programs; good knowledge of arithmetic procedures; good knowledge on the use of microcomputers; ability to prepare statistical and written reports; ability to carry out written directions; ability to organize; ability to get along well with others; accuracy; clerical aptitude; good judgment; thoroughness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Three (3) years of full-time paid experience in a position which required the individual to prepare written or statistical reports.

ULSTER COUNTY
7090 SUP SRV CD
Classification: Competitive
Grade: 11
Union: CSEA

Adopted: December 8, 1986